



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

05-78

DEPARTMENT REVENUE	DIVISION EXECUTIVE DIRECTOR'S OFFICE	SECTION OFFICE OF HUMAN RESOURCES	PERMANENT NON-PERMANENT
			PERMANENT x NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Personnel Files	Retain for 10 years after resignation or termination	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
2	Retirement Information	Retain for 10 years after resignation or termination	
3	Employee Performance Ratings	Retain for 10 years after resignation or termination	
4	11-11 Employee Training Records	Retain for 10 years after resignation or termination	
5	Position Files	Permanent	
6	Terminated/Resigned Employee Files	¹⁰ 5 Years + Current (TR)	
7	Temporary Employee Files	3 years + current	
8	Abolished Position Files	Permanent	
9	Section Policies And Procedures	Retain until superseded	
10	4511 Log	3 Years + Current	
11	Corrective/Disciplinary Action Log	5 Years + Current	
12	Employee Of The Month Log	1 Year + Current	
13	Customer Service/Service Award Log	3 Years + Current	
I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.			
State Archivist's Signature <i>Terry Kitchener</i>		Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>
Attorney General's Signature <i>Ken Salazar by Wes</i>		Date <i>11/3/04</i>	State Auditor's Signature <i>Sally Gorman</i>

SA-194 (REV 1/78)



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05-78

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ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
14	Leave Reports	1 Year + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, a ction, or audit.	
15	Request For Leave	1 Year + Current			
16	Leave records	3 Years + Current			
17	Abolished Temp Files	Permanent			
18	Abolished Position Files	Permanent			
19	Time Sheets	3 Years + Current			
20	Examination Records	5 Years + Current			
21	Layoff/Retention Files	6 Years + Current			
22	Job Announcements	2 years after position filled			
23	Appeals	3 years after case closed			
24	Equal Employment Opportunity Affirmative Action Plans	2 Years + Current			
25	Referral Lists	2 years after position filled			
26	Course/Announcement Files	Retain until superseded, obsolete or administrative value is lost			
27	11-49 Training Aids (Various Titles)	Retain until superseded, obsolete or administrative value is lost			

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State Archivist's Signature <i>Terry Kitchin</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date <i>9-16-04</i>
Attorney General's Signature <i>Ken Salazar by gcs</i>	Date <i>11/8/04</i>	State Auditor's Signature <i>Darryl Lynne</i>	Date <i>10/8/04</i>

SA-194 (REV 1/78)



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ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
28	Adverse Action files	3 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
29	Equal Employment Opportunity discrimination complaint files	4 Years + Current			
30	Grievance/appeal files	Retain for 3 years after case closed			
31	Personnel Operations Statistics Reports	1 Year + Current			
32	Budget -- Invoices	3 Years + Current			
33	Short Term Disability/Workers Compensation/FMLA	5 Years + Current			
34	Examination Records	2 years after expiration of eligible list or until charge of discrimination is resolved.			
35	11-11 Employee Training Records	Retain until superseded, obsolete or administrative value is lost			

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State Archivist's Signature

Date

10/1/2004

Records Liaison Officer's Signature

Date

9-18-04

Attorney General's Signature

Date

11/3/04

State Auditor's Signature

Date

10/8/04

SA-194 (REV 1/78)